

# California Energy Commission



**CLASSIFICATION:** Staff Information Systems Analyst (Spec)  
**TENURE:** Permanent  
**TIME BASE:** Full Time  
**SALARY:** \$5,166 - \$6,793  
**LOCATION:** Information Technology Services, Sacramento  
**FINAL FILING DATE:** UNTIL FILLED

**DUTIES/RESPONSIBILITIES:** Under the general guidance of the Manager of the Project Management Office (PMO), the incumbent serves as a lead project manager and application specialist performing the full scope of complex and difficult analytical tasks to support the development of Commission business application and modeling projects. The incumbent will expertly apply and provide project management methodologies consistent with Project Management Institute Body of Knowledge and the California Technology Agency IT policies, standards, instructions and guidelines, and the Commission's project policies, procedures, and templates; assist Commission staff with the Feasibility Study Report process, all phases of project management and system development lifecycle methodologies.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have

- Experience managing multiple information technology projects
- Experience with Microsoft Project Plan
- Excellent communication skills
- Strong interpersonal and customer relations skills
- Ability to take initiative, multitask and handle changing priorities
- Ability to work independently and in a team environment with all levels of staff throughout the department

**WHO MAY APPLY:**

Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. **Clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus/Reemployment, reinstatement, etc.), RPA #210-479 and Position #535-210-1312-023 in the explanation section of the STD. 678.** Applications will be screened for experience and only the most qualified will be contacted for an interview.

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